City of Council Bluffs

Job Description

GIS Administrator

Job Title: GIS Administrator
Department: Information Technology
Supervisor: Chief Information Officer
Location: City Hall
FLSA Status: Exempt
Prepared By: Mallory Davis, Recruiter
Prepared Date: October 2016
Union: NU
Pay Grade: 24

Summary: Responsible for the editing and maintenance of the enterprise GIS database, map production, spatial analysis and GIS product distribution. Serves the GIS data efficiently to those that need it using the proper tools.

Essential Duties and Responsibilities: includes the following.

- Maintain GIS data stored in enterprise GIS database using GIS software including, but not limited to the following activities:
  - Manage the integrity of the vector and raster based GIS data stored in the City's enterprise geodatabase
  - Build and maintain topology
  - Load/unload datasets
  - Create, edit, and maintain metadata for feature datasets
- Administer the current geodatabase model continually looking for better ways to create efficiencies, organize, and serve the data
- Configure, tune, and manage the specialized GIS databases in the City's enterprise database. Tasks include but are not limited to creating custom views, managing permissions, performing traces, and creating indexes
- Create new and maintain existing scripts used to manage the GIS data
- Maintain and improve GIS web applications through upgrades and configurations
- Manage the GIS Web Server and all its components: basemap caches, map services, geoprocessing services, etc.
- Perform spatial analysis on various GIS projects to achieve the desired output and display it in a clear, concise manner

- Prepare digital data and cartographic products as needed in accordance with City GIS Data Distribution Policy
- Support and promote City GIS program to the public, other City offices, and to local and/or regional agencies and organizations in the interest of GIS data and application sharing
- Demonstrate continual efforts to improve and maximize efficiency of daily operations, work processes, documentation, quality control, and overall City GIS Program
- Perform other duties as directed or as the situation dictates
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:
This job has no supervisory responsibilities.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
- Bachelor's Degree or equivalent education in Geography/GIS or related field
- Three to five years of increasing responsibility with experience in the design, implementation, and administration of geographic information systems
- Any combination of education, experience, and training which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:
- None

Physical Demands:
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet.

Other Skills and Abilities:
- GIS Skills:
    - Knowledge of various GIS data formats (shapefile, MrSid, GeoTiff, personal geodatabase, file geodatabase, enterprise geodatabase) and general GIS database structure concepts
    - General understanding of fundamental GIS concepts and applications
    - Knowledge and experience with Esri's Server products
- Experience and working knowledge of Microsoft SQL Server
- Experience with scripting languages, specifically Python
- Experience with GIS web applications: both custom and vendor-based
- Experience with Windows operating systems and office software products required